

21 December 1970

MEMORANDUM FOR THE ACTING DIRECTOR

SUBJECT: Request for Approval of Leave Arrangements

1. If you concur I plan to handle leave arrangements in this office as follows: my deputy, [] will be on leave this week (i. e., from Monday, 21 December, through Sunday, 27 December) and I will be on board during that period. I then plan to take the week after Christmas (i. e., to be on leave from Monday, 28 December through Sunday, 2 January), with [] in charge during that period.

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25X1

2. The above arrangements were cleared with the Director but he asked that they be submitted for your approval since you would be Acting Director during the time in question.

George A. Carver, Jr.
Special Assistant for Vietnamese Affairs